**COLCHESTER BOARD OF EDUCATION**
Colchester, CT

# BUDGET COMMITTEE

**Thursday, April 1, 2021**
**BOE Budget Committee Meeting 9:00AM**
**Virtual Meeting via Zoom**

## MINUTES

**COMMITTEE MEMBERS PRESENT:** Jessica Morozowich, Joanne Rose
**ADMINISTRATION PRESENT:** Superintendent Jeffrey Burt, CFO Maggie Cosgrove, Director of Educational Operations Mario Hurtado, Bacon Academy Principal Matthew Peel
**OTHERS PRESENT:** BOE Chair Mary Tomasi, Executive Assistant to the Superintendent Amy Trinnaman

## 1. CALL TO ORDER

1.1 Call to Order
Chair Morozowich called the meeting to order at 9:02AM.

## 2. ADDITIONS/CHANGES TO THE AGENDA

2.1 *Budget Transfer Over $5,000: Choral Shells for Bacon Academy

**Motion by:** J. Rose
To include item 2.1 as an addition to the agenda as item 8.1
**Second by:** J. Morozowich
**Vote:** Unanimous
**Roll call:** J. Rose, J. Morozowich

2.2 *Budget Transfer Over $5,000: Special Education Testing

**Motion by:** J. Rose
To include item 2.2 as an addition to the agenda as item 5.1
**Second by:** J. Morozowich
**Vote:** Unanimous
**Roll call:** J. Rose, J. Morozowich

2.3 *Bacon Academy LMC Furniture Discussion

**Motion by:** J. Rose
To include item 2.3, as an addition to the agenda as item 5.2
**Second by:** J. Morozowich
**Vote:** Unanimous
**Roll call:** J. Rose, J. Morozowich

2.4 *Budget Transfer Under $5,000: WJJMS Music Department PPE

**Motion by:** J. Rose

To include item 2.4 as an addition to the agenda as item 6.7
**Second by:** J. Morozowich
**Vote:** Unanimous
**Roll call:** J. Rose, J. Morozowich

**3. PUBLIC COMMENT**

3.1 Public Comment
None.

**4. *APPROVAL OF MINUTES**

4.1 Approval of March 4, 2021 Minutes
**Motion by:** J. Rose
To approve the minutes of the March 4, 2021 Budget Committee meeting
**Second by:** J. Morozowich
**Vote:** Unanimous
**Roll call:** J. Rose, J. Morozowich

**5. *PRIORITY DISCUSSION/ACTION ITEMS**

5.1 *Budget Transfer Over $5,000: Special Education Testing
Director of Pupil Services and Special Education Kathleen Perry discussed the need for additional testing instruments and protocols across all schools in the amount of $7,000. There is a significant increase in the number of students referred and evaluated this year. This transfer is needed to continue evaluation of students this school year. Funds are available due to a reduction in need for home-based, hospital-based tutoring since implementation of the hybrid model of instruction.
**Motion by:** J. Rose
To approve the request for a budget transfer in the amount of $7,000 and forward to the full BOE for approval
**Second by:** J. Morozowich
**Vote:** Unanimous
**Roll call:** J. Rose, J. Morozowich

5.2 Bacon Academy LMC Furniture Discussion
Principal Peel and Superintendent Burt discussed the possibility of transferring unexpended funds from various lines across several departments, and supplementing funds from various internal accounts. The space in the Bacon Academy Library Media Center is being used differently; there is a need for furniture that allows flexibility in allocating space for different purposes. Discussion ensued regarding the types of furniture that allow for better use of the LMC space. No action was taken.

**6. BUDGET REPORTS**

6.1 Monthly Budget Reports
CFO Maggie Cosgrove presented the budget report through the end of March 2021. There are no new budget lines that show over expenditures, and no major changes from last month. Discussion of unemployment claims and employee benefits ensued.

6.2 Cafeteria Fund

The FY 2019-2020 amounts have been revised to reflect year-end adjustments related to inventory on hand at the end of the year. This adjustment is required to present financial statements in accordance with accounting standards. As of March 31, 2021, the current operating loss in the Cafeteria Fund is $101,867. There has been much discussion of how the ESSER II grant may alleviate this loss. While it is not clear that the funding can be used for lost revenue, increased costs incurred (summer wages for food services employees, food purchases) due to COVID-19 can be reimbursed under ESSER II.

6.3 Health Insurance Reserve
CFO Cosgrove presented a report through the end of February 2021. Claims have been fairly consistent, and we are working with employees to resolve claims processing issues associated with the new Anthem platform rollout.

6.4 Special Education Excess Cost Report
This report has not changed from last month, with the exception of one student who moved out of district. Transportation costs have been an ongoing issue, but the Pupil Services and Special Education Department is working with the provider to review and correct all billing issues. There have been no issues with the services provided.

6.5 Use of Schools
No report at this time.

6.6 Capital Reserve
No report at this time.

6.7 Budget Transfer Under $5,000: WJJMS Music Department PPE
PPE is needed for another layer of protection for WJJMS music students. Joanne Rose inquired as to whether the PPE is washable and reusable; Superintendent Burt will request and share that information.

**7. OLD BUSINESS**

7.1 Update on Federal Grants
Superintendent Burt shared that we are taking a very close look at how ESSER II Grant funds can be utilized on needs such as intervention, tutoring, social/emotional needs, extended school year, recovering learning, needs of voluntary at-home learners and homeschooled students. The guidelines for use of the American Rescue Plan Act (ARPA) funds are unclear at this time. Detailed parameters for use have not been released to school districts at this time.

The ESSER II grant will allow for academic supports, safety, technology, social/emotional learning as related to the COVID-19 pandemic. These funds will supplement, not supplant, efforts to recovering the learning initiatives, including possible additional tutoring and student support.

**8. *NEW BUSINESS**

8.1 *Budget Transfer Over $5,000: Choral Shells for Bacon Academy
Principal Peel shared that funds are available due to lack of festivals, fees, travel expenses, and supplies in this program. This purchase is for a new set of Choral Shells

for the Auditorium, totaling $14,962, which would be purchased by transferring funds from several music department lines plus supplementing the balance through the Use of Schools fund Music.The request for budget transfer will be brought to the next Budget Committee and BOE meetings.

8.2 Contingency Budget Transfer

CFO Cosgrove explained the reallocation of funds to the Contingency account for the adopted budget reduction originally approved from capital funding. Funding was available due to Magnet School student expenditures being less than expected.

**Motion by:** J. Rose

To approve the request for a budget transfer to Contingency in the amount of $40,000 and forward to the full BOE for approval

**Second by:** J. Morozowich

**Vote:** Unanimous

**Roll call:** J. Rose, J. Morozowich

8.3 2021-22 Budget Discussion

On April 6, 2021, the Board of Education budget will be presented to the Board of Finance. There are no additional updates at this time.

**9. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED**

9.1 Public Comment

None.

**10. ADJOURN**

The meeting adjourned at 10:09AM.